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31 August 1948

Assistant Director for Operations

Request for Additional Position in Office
of Chief, FBIB

1. The FBIB Liaison Officer requires clerical assistance in the performance of the following duties:

a. Control of mailing lists of FBIB publications, including correspondence with recipients, memoranda to Reproduction Division, Services Branch, and maintenance of currently corrected addresses.

b. Liaison with intelligence offices and other outside contacts, involving correspondence with such offices and written reports to Chief, FBIB.

c. Consolidation of weekly Monitoring Targets received from intelligence offices, including stenciling for distribution.

d. Acceptance or rejection of CD's and control over CD's accepted for action, involving memoranda and weekly reports to the Chief, FBIB, and to the Assistant Director for Operations.

2. It is requested that an additional position as Secretary, CAF-4, be established for this purpose in the Office of the Chief, FBIB, and that the current personnel ceiling for FBIB Departmental offices be increased from 118 to 119.

/s/

GEORGE G. CAREY

cc: Addressee: Orig. & 1
O/O: 2
RET. FBIB: 1
Admin. 1

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